Graduate Research Fellowship Program
Checklist

Timeline	Task	✔
Summer	Review program announcement	
	Determine eligibility	
	Develop an outline for proposed research	
Early September	Meet mentor or adviser to discuss proposed research and review the outline	
	Obtain electronic transcripts from every university or	
	Contact the reference writers to check if they'll be willing to write the letters	
	Send the request emails to reference writers through the GRFP application portal	
	Create the draft for proposed plan of research	
Late September	Create an outline for personal statement	
	Get feedback for research statement from mentor or	
	Create the draft for personal statement	
	Get feedback for personal statement from peers	
	Complete the personal information section in the GRFP application portal	
Early October	Revise research and personal statement based on the feedback received	
	Get the statements reviewed from a reader having exceptional communication skills	
	Prepare and send recommendation request letters to the finalized reference writers	
	Verify that official transcripts have been uploaded or	

Timeline	Task	✔
Mid / Late October	Meet mentor or adviser to review all the components of the GRFP application	
	Finalize all the statements	
	Upload all the documents in the GRFP application portal	
	Print and review the completed application before submission	
	Submit the application	
Deadline	Make sure NSF receives the recommendation letters by the deadline	
	Wait patiently and enjoy the fruit of your efforts upon selection!	